

District Court, Court of Appeals, Library, BAP, and OCE

1. What is HR's role in the management decision-making process in your court/office, e.g., recruitment, resolving employee problems, setting policy. If one is not already part of the professional management team, what can one do to become a part of it?

- Keeping other supers/mgmt. updated on policies training, etc.

1. Making yourself available to others
2. Networking w/other HR Spec's
3. Provide mgmt. w/structure via soliciting
4. Build credibility w/mgmt
5. Be an expert in your field
6. Be pro active w/policy issues
7. I'd problems & create solutions
8. Know leadership styles (know timing)
9. Always be prepared

2. Has "working in teams" worked in your court/office? Advantages and disadvantages? Suggestions for making it work better.

2 cts use

2 tried & left

Dis Ads

Adv's

- | | |
|--|---|
| 1. formed clicks | 1. super's level has a sep. team |
| 2. too much competition | 2. works when everyone gets along |
| 3. personalities can bring a team down | 3. whole team shares the problems & solutions |
| | 4. rotates team leader |

3. Any good training and trainers to meet our needs? How about administrative support staff training?

Which program?

1. Diversity Office - training for staff (educates staff on diversity)
2. USDA training class
3. Retirement software (all retirement issues)
4. List of classes for HR's to take
5. Skill soft on JNET
6. Skillpath

4. Should we coordinate/meet more regularly with other HR'ers in district to share resources and ideas? Should we establish a Ninth Circuit chat room so we can discuss common issues further or share tips in managing our program?

Yes

1. OCE website has list of 9th C. HR people (sort by District)
2. Hard to coordinate. a meeting because of schedules
3. Laudan's mailing list via Internet
4. Message Board

5. Are there generic appointment letters, vacancy announcements, benefits sheets, position descriptions, etc. that we can share? What other programs/procedures can we share?

- OCE website for this info.
- Share PD's = all
- (AO appr'd - yes to note for all)

6. What's the most effective HR program in your court/office and what makes it so?

1. (Cheryl) Pers. Manual
2. (James) Policy Manual (w/guide)
3. (Leslie) Perf. Eval. Forms *helped w/all aspects of office relations*
4. (Melissa) Extern Orientation Book
5. (Laudan) New Emp. Program (@OCE)
6. (James) New Hire Sheet w/quick checklist
7. (Teresa) New Law Clk. checklist re: salary/promo
8. (Le) Orientation ck list
9. (Steve) Started Library of Resources (wknd bor emp's. (training classes too)